DOCUMENT RESUME

ED 099 774 CS 001 462

TITLE Application for the Short Term Positions of State Regional Right to Read Directors and Job Description for the California Regional Right to Read Director Positions.

INSTITUTION California State Dept. of Education, Sacramento. Right to Read Unit.

PUB DATE 74
NOTE 6p.

EDRS PRICE MF-$0.75 HC-$1.50 PLUS POSTAGE
DESCRIPTORS Administrative Personnel; *Administrator Selection; *Employment Qualifications; *Job Application; Reading; *Reading Programs
IDENTIFIERS California; *Right to Read

ABSTRACT

This document consists of an application form and a job description for the short term positions of state regional Right to Read directors for the state of California. The application form asks for demographic facts and information on academic background, employment experience, and other professional experience. The job description defines the professional functions of a regional director which include attending a four week Right to Read training session, establishing a Right to Read office and training site in a designated region, keeping updated records of the region, arranging technical assistance as needed, and planning training sessions or workshops. Also listed are desirable qualifications which include a minimum of five years of elementary and/or secondary teaching experience with emphasis in reading education, a minimum of two years of experience in an administrative capacity, a letter of approval from the applicant's superior for participation in these plans, and at least one letter of recommendation. (WR)

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CALIFORNIA STATE DEPARTMENT OF EDUCATION
RIGHT TO READ UNIT
SACRAMENTO, CALIFORNIA 95814

July 1, 1973

APPLICATION
for the
Short Term Positions of
State Regional Right to Read Directors

In order to be considered, this application must be submitted by to:

Mr. Leslie Pacheco, Director
California Right to Read
California State Department of Education
721 Capitol Mall
Sacramento, California 95814

* * * * * * * * * * * *

PLEASE PRINT!!!

Name of Applicant _____
LAST FIRST MIDDLE INITIAL

Age _____ Social Security No. _____ Marital Status _____

Home Address _____ Telephone ( ) _____
A.C.

_____
City Zip Code

Current Position _____

Business Address _____
(School, including district, or agency)

_____
Street City Zip Code

Telephone ( ) _____
A.C.

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ACADEMIC BACKGROUND

Name and Location of University or College	Degree or Units Completed	Date Completed	Major and Minor

EMPLOYMENT EXPERIENCE

Begin with your most recent experience and list your entire employment record except that you may summarize experience acquired more than ten years ago. If you wish to provide more detail and need more space, attach additional sheets.

FROM	TO	TOTAL	POSITION TITLE AND MOST IMPORTANT DUTIES	EMPLOYER	REASON FOR LEAVING

OTHER PROFESSIONAL EXPERIENCE

Membership in professional organizations _____

_____

Offices held _____

_____

Program participation in professional conferences, conventions, workshops, institutes, etc. _____

_____

Experience as a coordinator of inservice education activities _____

_____

Depth and breadth of preparation and experience in reading education _____

_____

_____

_____

Publications _____

_____

Additional pertinent information _____

_____

_____

_____

In two or three paragraphs on a separate sheet, please describe your most effective experience in a leadership role in education and/or in a role in which you served as a learning facilitator for other educators.

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JOB DESCRIPTION
FOR THE CALIFORNIA
REGIONAL RIGHT TO READ DIRECTOR POSITIONS

Brief Description of the Position

A California Regional Right to Read Director will be selected for each of six regions in the State. Regional Directors must be free to travel rather extensively within their assigned regions and occasionally to points elsewhere in the State. Currently, the duration of these positions will be for a period of approximately 10 months commencing September 1, 1974. Those appointed to these positions will receive four weeks of preparation and in-service education at the outset of their employment, with shorter sessions occuring periodically thereafter. This inservice will be focused upon the following major areas:

1. The policies, structure, function, and operation of the California State Department of Education.

2. The Right to Read Program Planning Procedure.

3. Theories of human learning.

4. Elements of a basic reading program together with an overview of the latest research findings, theories, resources, and methodology regarding the teaching of reading.

5. Ways to institute change within an educational organization.

6. Techniques for developing, initiating, and implementing plans for the improvement of reading programs in each region of the State.

JOB FUNCTIONS OF A REGIONAL DIRECTOR

1. Attend and be involved in a 4-week Summer R2R training session.

2. Establish and maintain a R2R office and training site in designated region.

3. Plan, schedule and conduct two 3-5 day training sessions in October for all LEADs in region. The purpose of this session would be to train all LEADs to be able to present an overview of the R2R PPP and to use it effectively with school staffs.

4. Plan, schedule and conduct other training sessions or workshops for LEADs as needed throughout the year.

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5. Assist LEAs and LEADs, as needed, in identifying target schools and initiating PPP.

6. Keep updated records of region which would include:

    a. Time-lines developed by each target school for working through PPP.
    b. State of Progress of each target school in PPP.
    c. Amount and type of involvement of Regional Director with each LEA and target school(s).
    d. Fulfillment of expectations set up for target schools, LEAs, and LEADs.

7. Arrange technical assistance, in conjunction with LEADs, for LEAs or school staffs as needed.

8. Establish clear communication lines with LEAs and LEADs and with the California State Department of Education R2R Office.

9. Be available to travel within, and occasionally outside, the region, with the knowledge that working hours may demand some flexibility in order to best serve the region.

10. Submit all reports as requested by the California State Department of Education R2R Office.

Desirable Qualifications

1. Candidates should have a minimum of five years of elementary and/or secondary teaching experience with emphasis in reading education.

2. Candidates should have a minimum of two years of experience as a school administrator, department chairman, reading coordinator, reading supervisor, or reading specialist.

3. Candidates should possess competency in reading education as evidenced by a masters degree or its equivalent in reading education.

4. Candidates must supply a letter indicating the approval of their superior for the candidate's participation in these plans.

5. Candidates must supply at least one letter of recommendation which indicates that they possess a high level of communication skills, a high level of group process skills, and the demonstrated ability to relate well with professional peers.

Salary Range

Candidates selected to fill these positions will be employed under contractual arrangements between the State and the candidates' current employer. The anticipated salary paid will be that presently received by the candidate.